



## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

### DESIGN REVIEW INFORMATION SHEET

The Design Review process is required by the Zoning Code for new buildings, structures, signs, exterior alterations, enlargements of existing buildings, or new landscaping and irrigation. It is the purpose of the Design Review procedures to protect and preserve the value of properties and to encourage excellence in the development of properties, compatible with the General Plan, and character of the City with regard to the public and private interests involved.

Note: While infill developments consisting of single-family residences shall not be subject to the Design Review application requirements, any plans submitted for Plan Check Review will be reviewed to ensure compatibility with the existing neighborhood, Citywide Design Guidelines, and the Design Review standards/guidelines applicable to single-family residences.

#### APPLICATION PROCESSING

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Refer to flow chart forms found in Article IX of the Zoning Code, Chapter 19.710 – Design Review.

#### PLANNING FEES

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See current Fee Schedule (*FILING FEES ARE GENERALLY NOT REFUNDABLE*)

#### REQUIRED ITEMS FOR FILING

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Plans must be legible and drawn to scale to clearly illustrate the components of the project. Remember that Staff, the Zoning Administrator, and the Planning Commission are not familiar with the property and need this information to evaluate your project. If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing.

Drawing Assembly: Staple blueprints in sets along the left margin, plot plan on top and elevations below. Fold to approximately 8 ½" x 14." (We cannot accept drawings or materials that cannot be folded down to approximately 8 ½" by 14.")

Use the checklist to ensure your project includes all of the required elements:

## DESIGN REVIEW INFORMATION SHEET

- ☐ One (1) copy of a completed General Application form.
- ☐ One (1) copy of the most recent Grant Deed with a complete and accurate legal description of each parcel involved. (A deed can be obtained from a Title Company).
- ☐ Three (3) Blueprints of Exterior Building Elevations (one set must be in color), including:
  - a. All sides of all buildings (including carports and accessory buildings).
  - b. Specifications identifying all exterior building materials and colors.
  - c. A sample board 8 1/2" x 14" or smaller, with all colors and materials displayed (larger sample boards will not be accepted).
  - d. A perspective drawing and/or photographically reproduced rendering.
- ☐ Three (3) Blueprints of the Plot Plan (one plot plan must be in color) showing all proposed site improvements, including:
  - a. A directional arrow indicating North.
  - b. Building footprints showing floor plan and access points.
  - c. Parking lot layout and circulation showing dimensions of parking spaces and driving isles.
  - d. Materials, colors and locations of all fences and walls.
  - e. Ground mounted utility and mechanical equipment. Specify the location, design and color of all water meters, utility boxes and domestic water backflow preventers. The visibility of such facilities should be minimized through means including but not limited to relocation, berming, landscaping, and/or installation of a screen wall.
  - f. Locations of all existing trees and major shrubs, indicating ultimate disposition.
  - g. Dimensioned setbacks.
  - h. Dimensioned property lines.
  - i. Notes listing existing and proposed onsite uses.
  - j. Easement locations (if any).
  - k. Turning radii of trucks expected to use the project (including trash and fire trucks).
  - l. Location of trash enclosures.
  - m. Loading and service areas.
  - n. Gate locations (if any).
  - o. Ultimate street right-of-way property lines (if these are different from existing).
  - p. Adjacent streets and street names.
  - q. Sidewalks.
  - r. Line of sight.
- ☐ Photo simulations for wireless facilities (cell sites).
- ☐ Parking Analysis
- ☐ One (1) copy of all graphics reduced to 8 1/2" x 11".
- ☐ One (1) copy Preliminary Grading Plan to determine the extent of retaining walls and visibility of the site from the public right-of-way.

## DESIGN REVIEW INFORMATION SHEET

Please note that in some instances environmental review of grading will be required in conjunction with the processing of your application. Environmental review will be required if your project involves grading and:

- a. The property to be graded has an average natural slope of 10% or greater; and/or
  - b. The property is in the RC - Residential Conservation Zone; and/or
  - c. The property is located within or adjacent to the Mockingbird Canyon, Woodcrest, Prenda, Alessandro, Tequesquite or Springbrook Arroyos, a blue line stream identified on USGS maps, a waterway or wetland area.
- ☐ **One (1) copy Building Code Analysis.** For the addition of buildings or structures to an existing developed property where buildings and structures already exist a building code analysis should include the following information:
- Size of proposed and existing buildings, including total square footage of all stories
  - Type of construction of all buildings
  - Allowable area and any area increases taken due to location on the property for existing and proposed buildings
  - Any rated walls and openings in walls closer than 20-feet to the property lines for existing and proposed buildings
- ☐ **One (1) copy of Completed Environmental Information Form**  
*The Planning Division may, during the course of its initial review of the application, determine that additional information is required, such as biological, traffic, noise or archeological studies. The Planning Division may require the submittal of supplemental materials as necessary. All required information must be submitted in order to complete the application prior to the matter being scheduled for review by the City Planning Commission.*
- ☐ **One (1) copy of Water Quality Management Plan (WQMP) check list.**  
(Based on the checklist, a Water Quality Management Plan and Best Management Practices document(BMP) may be needed.) *\*Please Note: An Application will not be accepted as complete until the WQMP/BMP is approved by the Public Works Department and Planning Division*
- ☐ **One (1) copy of a Traffic Lane and Striping Plan** for adjacent streets approved by the Public Works Department. Contact the Public Works – Traffic Engineering Division for more information.
- ☐ **Additional Materials:** Technical Studies for noise, traffic, parking, cultural resources, or other issues as may be required.

### WHEN APPLICABLE THE FOLLOWING ITEMS WILL ALSO BE REQUIRED:

- ☐ FAA Part 77 Review must be completed before an application is submitted to the Planning Division or Riverside County Airport Land Use Commission (RCALUC). A Copy of the

## DESIGN REVIEW INFORMATION SHEET

FAA's findings is required, along with all other necessary documentation. If the FAA Review is not included at the time of submittal, the application is deemed incomplete and cannot be processed. For more information, please refer to the "Federal Aviation Regulations (FAR) Part 77 Review" handout.

- ☐ With the exception of Rezonings, General Plan Amendments, Specific Plan Amendments, and Heliports/Helistops which require RCALUC review, all projects within an airport influence area will be reviewed by the Planning Division for compliance with the Riverside County Airport Land Use Compatibility Plan. For more information, please refer to the "Riverside County Airport Land Use Compatibility Plan Project Review" handout.
- ☐ If your project is located within 1,000 feet of a military installation (March Air Reserve Base), beneath a low-level flight path, or within special use airspace (as defined in Section 21098 of the Public Resource Code), a Military Notification Process is required. For more information, please refer to the "Military Notification Process for Local Planning Proposals and Development Permit Applications" handout.
- ☐ An Air Quality Study shall be required at the time of submittal for all warehouse and distribution uses proposing a facility of greater than 90,000 square feet. (A warehouse/distribution facility shall mean a building or portion thereof used for storage, receiving, shipping, or wholesaling of goods and merchandise, and any incidental or accessory activities. A warehouse is not "commercial storage" as defined in the Zoning Code – Title 19 of the Riverside Municipal Code).
- ☐ A Health Risk Assessment shall be required at the time of submittal for all warehouse and distribution (as defined above) uses proposed to be located 1,000 feet from a sensitive receptor. Sensitive receptors are considered:
  - o Residential Communities
  - o Schools
  - o Parks
  - o Playgrounds
  - o Day Care Centers
  - o Nursing Homes
  - o Hospitals
  - o And other public places where residents are most likely to spend time.

3900 Main Street – Third Floor, Riverside, CA 92522

Phone: (951) 826-5371 / Fax: (951) 826-5981

[www.riversideca.gov/planning](http://www.riversideca.gov/planning)